

## NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

*Unemployment insurance (UI) for Federal workers.* When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

### TAKE WITH YOU—

1. Your SOCIAL SECURITY ACCOUNT NUMBER CARD. (If you do not have a card, apply for one, but you do not need to delay filing your claim pending its receipt.)
2. The OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50, payroll change slip (or card), or similar document).
3. THIS FORM and all similar forms which you have received. The office where you file your claim will obtain information needed for your claim from:

Department of the Interior 440  
James E. Frick, Inc.  
10101 Woodfield Lane  
P.O. Box 66945  
St. Louis, MO 63166

(Federal agency will insert in the box above the name of the parent Federal agency, major component (if any), address and ZIP Code of the specific office where your payroll records are maintained.)

**KEEP THIS FORM** with your Standard Form 50 and other personnel records. It is important to have it if you file a UI claim for unemployed Federal workers provided by Federal law (U.S. Code, title 5, chapter 85). For more information about UI, read the REVERSE side of this form.

## Information: UI For Federal Workers

### 1. Who will pay unemployment benefits?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your *regular* weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last *official (duty) station*. (If you have received *all* the *regular* benefits for which you are eligible, you may, under certain circumstances, become eligible for *additional* weeks of *extended* benefits.) However, if your last duty station was outside the United States, you will *not* be eligible until you return to the States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights then will be determined under the law of your State of residence.

UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

### 2. Under what conditions will I be eligible ?

All State UI laws require that:

- a. You must be unemployed, able to work and available for any suitable work;
- b. You must register for work and file a claim at a local public employment service/ UI claim office;  
You must continue to report to the office as directed; *and*
- c. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law.

All State UI laws will deny you benefits for such reasons as:

- a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with your work; or
- b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (*retirement, severance, and/or* lump-sum amount for unused, accrued *annual leave*).

### 3. Do I have the right of appeal?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

### 4. Are there any penalties?

Yes. If you willfully make a *false* (fraudulent) claim, you may be *fined* or *imprisoned*, or both. If you made a mistake in giving information when you filed your claim(s), notify the local UI claims office as soon as you discover the mistake; prompt notification may *avoid* a penalty.

(The above statements are issued for general information; they do *not* have the effect of law, regulation, or ruling.)